



MINUTES OF A MEETING OF THE FULL GOVERNING BOARD
HELD ON MONDAY 25TH SEPTEMBER 2023 AT 6.00 PM

Members in attendance:			
Alistair Gibb (Chair) [AG]	Richard Knox (Vice chair) [RK]	Ben Lawrence [BL]	Kate Wood [KW]
Alex Clark (Head) [AC]	Stuart Pinson [SP]	Matt Wilby [MW]	Rebecca French [RF]
Claire Plasser [CP]	Andrew Moonesinghe [AM]	James Hall [JH]	
Also in attendance: Helen Chadwick (Clerk) [HC]			

ACTION TRACKER – Full Governors Meeting, 25 th September 2023				
Item	Details	Action by	Due	Status
5.1	DOI forms to be uploaded onto the website	Anna Holland	ASAP	Completed
10.3	Add in the number of weeks for the first aid information	Head	-	Ongoing
10.6	Review the presentation of the data snips	AG & AC	November	
10.7	Policy updates to be presented at FGB	Head	-	Ongoing
12.2	GDPR video to be circulated to governors	Clerk	ASAP	Completed
13.4	Ongoing discussions regarding future PAN	Head		
14.2	Road safety communication to be circulated to parents	Head	Autumn	
15.1	External review of governance report to be circulated	AG	ASAP	
17.1	Feedback on areas of responsibility/monitoring to head	ALL	ASAP	
17.3	Produce guidance and a pro forma for the governor visits	CP	ASAP	

MINUTES

ITEM	
1.	Welcome, opening prayer & apologies for absence 1.1 The meeting was opened with a pray by RK. 1.2 Apologies were received and accepted from Alison Cooper and Laura Schofield (it was noted that LS is now on maternity leave).
2.	Appointment of chair 2.1 CP proposed AG as chair, this was seconded by AM and all governors were in agreement.
3.	Appointment of vice chair 3.1 RF proposed RK as vice chair, this was seconded by SP and all governors were in agreement.
4.	Governor resignations and appointments 4.1 It was noted that Charlotte Calland [CC] had resigned from the governing body on the 24 th August 2023 as she had moved away from the area. 4.2 The chair commented that we are not actively seeking governors, however, we do have some vacancies so if anyone comes forward that can fill a particular skills gap they could be considered.
5.	Determination of confidentiality and declaration of business interests 5.1 Governors completed their 2023/2024 declaration of business interest forms and these will be uploaded onto the website.



6.	Filtering & monitoring 6.1 The head reported that filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material. It was noted that we have an external provider that the supports the school with: <ol style="list-style-type: none">1. A management system2. To review and monitor provision3. To restrict content4. To support the monitoring strategy 6.2 KW asked what the guidance is for filtering and monitoring. The head reported that we are doing what we need to do but that we do need additional reports because sometimes it is blocking too well! MW asked if we can produce a statement to say that we meet the standards. The head confirmed that this is already in place. 6.3 The head commented that he and GJ (IT support in school) are reviewing the provision and will make a decision by the end of the autumn term whether we look for an alternative provider. 6.4 RK asked about the type of things that are being blocked. The head commented that we do know broadly what has been blocked (e.g. 'weapons') – at what time and the date... filtering is very good – but we cannot go into actual devices at the moment, to see what has been searched for and deem whether it is specifically appropriate or not.
7.	Minutes of the meeting held on the 16th May 2023 7.1 A copy of the minutes from the meeting held on the 16 th May were circulated prior to the meeting. Governors agreed that the minutes were a true reflection of the meeting. It was noted that they would be saved as a PDF and uploaded to the website.
8.	Action tracker 8.1 It was noted that any outstanding items would be covered on the agenda.
9.	Mental Health & Well Being 9.1 The head reported that Sarah Oakland [SO] is leading on pastoral care in the school with a focus on staff and pupils. 9.2 SP commented on the healthy eating aspect and that the school dinner menu needs to change if we are focusing on this. The head commented that the catering contract will change in January and there will be three different menus provided by Coombs. It was noted that the school will have more input into choosing the food. RF commented that we should also be looking at regional seasonality because the school are talking about airmiles, etc. 9.3 RK asked about the change of catering provider and the impact on staffing. The head commented that we have appointed Coombs as the provider but there will be no change of staff.
10.	Head report A copy of the head's report was circulated to governors prior to the meeting. 10.1 MW asked about lesson observations taken by SLT and whether there is any output, is there any evidence that they have been done. The head commented that it is part of the performance management for the SLT and over the year there are lesson observations and learning walks. 10.2 KW asked about the performance management of staff and whether the teaching staff and support staff run on the same cycle. The head commented that teachers' performance management has to be done by a certain date because of the pay committee. It was noted that phase leaders have said that they would like to manage the performance of the LA within their team. 10.3 Governors asked about incidences and whether there is anything serious that needs to be recorded. RF and CP commented on long hair being tied back following an incident on the swings. The head commented that it was not the equipment at fault it was more about how the children were using it. MW queried the timeframes on the incident reports and that he had been assured that they would come into alignment. It was agreed that the head would add in the number of



	<p>weeks for the first aid information. The head commented that by the next meeting there would be a full year's worth of information.</p> <p>10.4 The chair asked about sensory provision and the positive impact on pupils. The head commented that intervention is key, there is a lot of social and emotional things that are coming through with the children and they are looking at different ways of addressing this. It was noted that funding does not match what is needed for support.</p> <p>10.5 It was noted PP (Pupil Premium) had risen but is now static. KW commented that the finance committee will be looking at how the money is being spent at the next meeting because we want to ensure that the money is being used for learning as well as pastoral. CP asked what the update is like for PP children to go on the trips. The head said that he will look to see if there is any data. The chair commented that we should be working with FOSBA to support this if possible.</p> <p>10.6 It was noted that the head had circulated some data snips prior to the meeting. KW asked about year 4 maths and the times tables test. The head commented that they do not report this so it is not included. The chair said that the information was really useful but suggested that we look to see if we can produce something that can be digested more quickly. RK asked if there was anything the head was particularly concerned about. The head commented that progress is better than the national figure but that we need to look at greater depth writing.</p> <p>10.7 It was noted that the policies are being monitored and will be provided at each meeting.</p>
<p>11.</p>	<p>SIP update A copy of the SIP was circulated prior to the meeting.</p> <p>11.1 The chair commented that he and the head are going to look to simplify the document to make it easier to read. It was agreed that the head would do an overview of each area at each meeting.</p> <p>11.2 The head commented that we are in year 4 of a 5-year plan and as we start to look at the next five years some things will start to come to fruition. It was noted that we will not stop assessing it but it will be expected that it has been embedded.</p> <p>11.3 CP asked about the reading framework and how it focuses on using phonics after year 1. The head commented that there will be end of year reviews and that all areas are still relevant. It was noted that the impact that the 'write stuff' is going to have will come out this year.</p> <p>11.4 KW commented that it feels like there are a lot of new systems in place across the school and asked if the staff are happy with that, it is being well managed or are they overwhelmed by it. The head commented that a lot of the subject leads can see the benefit of the schemes. RF commented that for most staff it is a lot to get their heads round but they are driven and well supported. CP asked if the new schemes have had a positive impact on staff workload. It was noted that there will be a positive impact when things have settled down.</p> <p>11.5 Governors were reminded that the SIP is the one-year plan and the strategic plan is the five-year plan.</p>
<p>12.</p>	<p>GDPR update</p> <p>12.1 The Head reported that we have a subject access request that we are working through and that our external provider will confirm what information we can provide. It was noted that a subject access request is where a parent has requested information on their child.</p> <p>12.2 The chair reported that he received a training video to watch regarding GDPR and it was agreed that it would be circulated to all governors.</p>
<p>13.</p>	<p>Finance update</p> <p>13.1 Pupil forecast/setting of PAN for 2025/2026 BL reported that the staffing and finance (S&F) committee had met on 18/09/23 and focused at length on the PAN (planned admission number) due to the very low projected pupil numbers provided by the LA. A decision on PAN for 2025/26 has to be made by the end of this week (24/9/23), which is much earlier than was required previously. The S&F committee recommend that the PAN is reduced from 75 to 60, acknowledging that any change in PAN will affect finances and staffing. BL commented that proposing this reduction at this stage (which may not be accepted by the LA) was the responsible thing to do and would allow a sensible management of the implications. There was considerable discussion on this matter and understandable concern</p>



	<p>was expressed by FGB members. The Chair commented that, as the decision had to be made at such short notice, there was little option other than to make this proposal, but then to continue the discussion with the LA moving forward.</p> <p><i>POST MEETING NOTE: Due to the significance of this complex matter the chair has asked the head to produce a short summary document for the FGB providing the rationale for the decision to reduce the PAN from 75 to 60.</i></p>
<p>14. Committee updates</p> <p>14.1 Curriculum & standards</p> <p>14.2 HSSS</p> <p>14.3 Staffing & finance</p>	<p>CP reported that the committee had met on the 12th September and had talked through the data. It was noted that the committee were really impressed with how well the children have done, particularly in maths.</p> <p>It was noted that the committee had looked at PP data and talked about the issues around resources for ad hoc and formal interventions.</p> <p>RK reported that a H&S walk had been completed, however, this was prior to a recent incident that has resulted in much discussion on social media.</p> <p>The head reported that a child had walked out in front of car outside of school and that he had drafted a letter to be circulated to parents/carers. BL commented that he had reviewed our policies and nowhere does it say anything about the school's responsibility but it does imply that the school has a responsibility to educate the children about road safety. SP suggested that we change the word 'responsibility' to 'jurisdiction' in the policy.</p> <p>CP commented that it is a missed opportunity if we do not include the bottom two statements (on the draft letter) within a communication. BL suggested that with the imminent clock changed we change this to a road safety communication.</p> <p>It was noted that a lollipop person has been appointed by the local authority which is a positive step.</p> <p>RK confirmed that most of the perimeter fencing has been done but the fence to the area around the pond is quite low and more work needs to be done in due course. Currently this is low risk as the area is overgrown and the boundary is with some private gardens rather than a public area.</p> <p>BL confirmed that the committee had met and had focused on the PAN and future funding (see item 13).</p>
<p>15. Review of external review of governance</p> <p>15.1</p>	<p>It was agreed that AG would circulate a copy of the governance review document to governors so that it could be reviewed and discussed at the next meeting. AG commented that one change that has already been made following the review is that the 'strategy committee' has become the 'committee chairs forum' and it will be used for the committees to work together.</p> <p><i>Post Meeting Note: CC had previously issued this report to the FGB (email 6/6/23) but that it would be re-circulated to enable the item to be reviewed and closed out.</i></p>
<p>16. Safeguarding</p> <p>16.1</p>	<p>The head reported that there are two people at the local authority that oversee safeguarding and a brand-new child protection policy has been circulated. It was noted that the new policy is not fit for purpose and the head has sourced a more practical version from The Key and has amended it to fit the school. The head commented that he has spoken with other heads and colleagues at the local authority and they have confirmed that they may use The Key's policy next year. SP</p>



	<p>commented that he will not compare the two policies and will take on the assurance from The Key and the school. KW commented that The Key are a professional organisation.</p> <p>16.2 It was noted that we do need to have the policy in place and it was agreed that governors would have two weeks to read it and confirm to the business manager that they had read it, providing any significant feedback.</p> <p>16.3 MW asked about section 5.3 and asked whether the discussion we had is enough to agree that this is what the standard says, this is what the school does, etc. or do we need to go through the steps.</p> <p>16.4 It was noted that the overarching KCSiE document had been circulated to governors prior to the meeting and governors confirmed that they had read it.</p>
17.	<p>Governor areas of responsibility & monitoring visits</p> <p>17.1 A copy of the updated areas of responsibilities and monitoring areas were had been circulated to governors prior to the meeting. It was agreed that governors would feed any comments to the head/chair as soon as possible.</p> <p>17.3 CP commented that we do need guidance and a pro forma for the governor visits and suggested that a working party is formed to bring this together.</p>
18.	<p>SEND governor update</p> <p>18.1 The head circulated an SEN update to governors and reported that we have a number of children with an EHCP (Education, Health and Care Plan) and there are concerns about funding being restricted and whether the school will be able to fulfil what the children needs.</p> <p>18.2 It was noted that teachers and classroom assistants have completed level 1 of Team Teach and this is being reviewed at staff meetings.</p>
19.	<p>Governor training & development</p> <p>19.1 The chair commented that governors are busy people and that we are also volunteers, however, it is important that we attend at least one training session per year, this is something that Ofsted will be looking at. It was noted that any training should be recorded on TEAMS.</p> <p>19.2 CP commented that we should be attending training that relates to our committee and monitoring areas.</p>
20.	<p>Any other business</p> <p>20.1 MAT update It was agreed that the head would invite members of EMBRACE to the November meeting and then members of RISE to a meeting in the spring term.</p> <p>20.2 Governor WhatsApp The chair commented that we will use a text group inform only as WhatsApp is better suited to more casual social media exchanges.</p> <p>20.3 RAAC RK reported that there is no Raac (Reinforced autoclaved aerated concrete) in school and parents have received a communication from the head confirming this.</p>
21.	<p>Date of next meeting</p> <p>21.1 Dates of FGB meetings were agreed as follows:</p> <ul style="list-style-type: none"> • 28th November 2023 at 6.00 PM in school • 27th February 2024 at 6.00 PM in school • 21st May 2024 at 6.00 PM in school

Signed
(Chair of FGB)

Date